**Section 305.50 Campus Functional Annex Guidelines**

a) The CEOP should include an annex addressing how the higher education institution will perform each of the following functions:

1) Direction and Control – What means the higher education institution will use to direct and control activities during and following disaster/emergency situations.

2) Communications – How information will be exchanged among responders, administrative officials, teachers and students and other interested persons during and after a disaster/emergency situation.

3) Warning/Disaster/Emergency Information – How the public and campus community will be warned and instructed regarding actual or threatened hazards through the public media or other means.

4) Public Information – The means, organization and process by which a higher education institution will provide timely, accurate and useful information and instructions to the community throughout a disaster/emergency. It includes information disseminated to the public through the media and other information sources on what is happening, what the response organization is doing, and what the public should do for its safety. The higher education institution should address the circumstances of special needs populations, including limited English proficiency populations.

5) Disaster Intelligence/Damage Assessment/Recovery Planning – The means the higher education institution will use to identify, collect, analyze and disseminate information on the extent and impact of the disaster and those plans for recovery and restoration of operations.

6) Evacuation/Shelter-in-Place/Lockdown – The movement of people to a safe area from an area believed to be at risk, when disaster/emergency situations necessitate that action.

7) Mass Care – Actions taken to ensure appropriate services are provided at a mass care facility, including, but not limited to, providing temporary shelter, food, medical care, clothing and other essential life support needs to people displaced from their homes because of a disaster situation.

8) Health and Medical – The activities associated with providing health and medical services in emergencies and disasters, including emergency medical, hospital, public health, environmental health and mental health services.

9) Mortuary Services – Activities including the collection, identification and care of human remains; determining the cause of death; inventorying and protecting deceased's personal effects; and locating and notifying the next of kin.

10) Resource Management – The process of managing people, equipment, facilities, supplies and other resources to satisfy the needs generated by a disaster. This includes the management of volunteer response teams and spontaneously responding volunteers.

b) Each campus functional annex identified by subsection (a) should individually address:

1) The purpose of the function.

2) A description of situations that trigger implementation of the function.

3) A description of assumptions that apply to the function.

4) The concept of operations for the function.

5) Assignment of responsibility for annex maintenance, review and updating.

c) In addition to subsection (b), the Campus Direction and Control annex should also:

1) Describe the direction and control relationship of tasked organizations, including:

A) The command structure – specifically who will be in charge during disaster/emergency response operations.

B) The authorities of, and limitations on, key response personnel such as the on-scene Campus Incident Commander.

C) How disaster/emergency response organizations will be notified when it is necessary to respond.

D) The means that will be used to obtain, analyze and disseminate information (for decision making, requesting assistance, reporting, etc.).

E) The relationship between the CEOC and the Campus Incident Command Post.

2) List the organizations that are tasked with specific direction and control responsibilities and describe those responsibilities.  Include the assignment of responsibility for:

A) Reporting to the CEOC when activated.

B) Coordinating press releases among response organizations.

C) Managing the primary and alternate CEOCs.

D) Maintaining a significant events log.

E) Removing debris.

d) In addition to subsection (b), the Campus Communications annex should also:

1) Describe the total emergency communications system used for communication among all groups and individuals involved in the higher education institution's response to a disaster/emergency.

2) Describe the primary and backup communication methods and personnel.

3) Identify the organization assigned to coordinate all communication activities.

4) List the organizations that are tasked with specific communications responsibilities and describe those responsibilities.

5) Identify the representative from each tasked organization who will report to the CEOC when activated.

6) Describe plans for notification of next-of-kin and the establishment, on or in the vicinity of campus, of a Family Assistance Center to address the needs of next-of-kin of deceased or seriously injured students, faculty or staff.

e) In addition to subsection (b), the Campus Warning/Disaster/Emergency Information annex should also:

1) Identify the methods used to provide warning/disaster/emergency information for the public and special populations, including limited English proficiency populations.

2) Identify the locations of outdoor warning/disaster/emergency information devices and define the geographical areas covered.

3) Describe the specific warning/disaster/emergency information responsibilities assigned to the tasked organizations.

4) Identify the department or agency responsible for activating public warning/disaster/emergency information systems.

f) In addition to subsection (b), the Campus Public Information annex should also:

1) Assign a person to be the Campus Public Information Officer (CPIO) responsible for coordinating information gathering and production, rumor control, public inquiries, and media relations.

2) Designate a facility or site as the public information center.

3) List the organizations that are tasked with specific public information responsibilities and describe those responsibilities.

4) Assign a public information representative to report to the CEOC when activated.

5) Identify a facility or site for the Joint Information Center during major incidents on campus.

g) In addition to subsection (b), the Campus Disaster Intelligence/Damage Assessment/Recovery Planning annex should also:

1) List the organizations that are tasked with specific disaster intelligence/damage assessment/recovery planning responsibilities and describe those responsibilities.

2) Assign a disaster intelligence/damage assessment/recovery planning representative to report to the CEOC when activated.

h) In addition to subsection (b), the Campus Evacuation/Shelter-in-Place/Lockdown annex should also:

1) List the organizations that are tasked with specific evacuation/shelter-in-place/lockdown responsibilities and describe those responsibilities.

2) Identify the department, agency or organization responsible for coordinating all transportation resources planned for use in an evacuation.

i) In addition to subsection (b), the Campus Mass Care annex should also:

1) List the organizations that are tasked with specific mass care responsibilities and describe those responsibilities, including:

A) Identification of the department, agency or organization responsible for determining the need to open shelter.

B) Identification of the department, agency or organization responsible for disaster/emergency mass feeding operations.

C) Identification of the department, agency or organization responsible for providing health and/or medical care, including mental health services, at shelter and/or congregate care facilities.

2) Assign a mass care representative to report to the CEOC when activated.

3) Identify the mass care representative who will coordinate press releases with the CPIO.

j) In addition to subsection (b), the Campus Health and Medical Services annex should also:

1) List the organizations and individuals that are tasked with responsibilities for providing disaster/emergency health and medical services and describe those responsibilities, including:

A) Identification of the department, agency or organization responsible for arranging crisis counseling for emergency workers.

B) Identification of the department, agency or organization responsible for sanitation services.

2) Assign a health and medical services representative to report to the CEOC when activated.

3) Identify the department, agency or organization responsible for providing post-incident mental health care.

k) In addition to subsection (b), the Campus Mortuary Services annex should also:

1) List the organizations and individuals that are tasked with mortuary services responsibilities and describe those responsibilities.

2) Describe how mortuary services will be expanded during a mass casualty incident, if necessary.

l) In addition to subsection (b), the Campus Resource Management annex should also:

1) List the organizations and individuals that are tasked with resource management responsibilities and describe those responsibilities.  Include identification of who will organize, manage, coordinate and distribute the donations of money, goods and labor received from individual citizens and volunteer groups during a disaster/emergency.

2) Inventory the resources available, such as emergency supplies and equipment maintained for the campus community to use during a disaster/emergency.

3) Assign a resource management representative to report to the CEOC when activated.

m) The higher education institution may include additional functional annexes in the CEOP as determined by the higher education institution to be necessary for the emergency management efforts of the higher education institution in the event of a disaster, including, but not limited to, the following functions:  search and rescue, law enforcement, public works, transportation, energy management, animal welfare, legislative relations, aviation operations and/or others.